

# THE HANDBOOK

## Secondary Career and Technical Education Resource Handbook for CTE Administrators

**April 2007**

Arizona Career and Technical Education Vision Statement:

***Ensure a dynamic workforce by fully developing  
every student's career and academic potential***

This document is also available in Adobe © Acrobat © .pdf format at:

<http://www.ade.state.az.us/cte/careerpathways/>

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## Introduction

This Handbook has been designed as a “user friendly” resource for Career and Technical Education (CTE) administrators. This information will be used when reporting enrollment data beginning in the 2007-2008 school year, and for other program related purposes.

A complete list of current standards for each CTE program is located on the Arizona Tech Prep website: <http://www.aztechprep.org>. Each CTE program offers a coherent sequence of instruction identified by the curriculum design teams made up of representatives from business and industry, CTE educators and assigned Arizona Department of Education (ADE) State staff. The standards identified for each CTE program establish what should be taught. Recently revised standards reflect increased levels of rigor to prepare students for industry/technical assessments and certifications. The Local Education Agency (LEA) determines how the standards will be taught.

There are twelve new CTE programs listed in this Handbook that are currently in development. After ADE has completed curriculum design/adoption process for these programs, the complete standards and coherent sequences will be available on the Arizona Tech Prep website: <http://www.aztechprep.org>, and added as updates to the Handbook on the Arizona Department of Education CTE webpage at: <http://www.ade.state.az.us/cte/careerpathways/>.

The Data Reporting Section has been expanded. After receiving customer input and feedback from the Office of Vocational and Adult Education (OVAE) it was determined that the Data Reporting Section should include both policies and processes.

Administrators, teachers, data reporting personnel, ADE staff and other interested individuals will use this Handbook for the following activities:

- Reporting enrollment data for 2007-2008 and 2008-2009 school year
- Developing the Basic Grant application
- Utilizing the CTE Program List
- Planning new and modifying existing comprehensive CTE programs
- Identifying teacher certification requirements
- Locating phone numbers and email addresses for ADE staff

This document is available to you on the Arizona Department of Education CTE webpage. You will find it located at <http://www.ade.state.az.us/cte/careerpathways/> and available in pdf format.



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